



water affairs

Department:
Water Affairs
REPUBLIC OF SOUTH AFRICA

MINUTES OF THE COMPULSORY BRIEFING MEETING HELD AT HARTBEESPOORT AREA OFFICE

BID DWS05-1117 WTE: PAVING OF PARKING AREA AT HARBEESPOORT DAM HALL

DATE HELD: 07 DECEMBER 2017
TIME 10H00

PROCEDURAL MATTERS

- Opening and welcome : Smangaliso Buthelezi
- Introduction and signing of the attendance register : By All
- Project background highlights : Smangaliso Buthelezi
- SCM presentation : Idah Selolo
- Technical presentations : Smangaliso Buthelezi
- Questions and answers

OPENING AND WELCOME

- Everyone in attendance was welcomed by Mr. S Buthelezi (Chairperson)
- The attendees were requested to fill in the attendance register

INTRODUCTION AND SIGNING OF THE ATTENDANCE REGISTER

- The chairperson requested DWS officials to introduce themselves and that all attendees sign the attendance register.

PROJECT BACKGROUND HIGHLIGHTS

Project Manager, Mr Smangaliso Buthelezi gave a brief background of the project and outlined the following:

- Bidders are required to have an active registration with the Construction Industry Development Board (CIDB) grading 3CE
- Bidders who are unable to score a minimum of 55% on the Technical Evaluation Criteria will be disqualified.
- Bidders were notified that 150mm layer of G7 compacted to 93% Mod Aashto was changed and to be replaced by 150mm layer of G5 compacted to 95% Mod Aashto. The drawings will also be amended and be forwarded to the bidders.
- An addendum will be issued to address all the changes made to the bid document.

After a brief background of the project **Mr Buthelezi** handed over to **Ms Selolo** who took bidders

through all the SCM processes.

SUPPLY CHAIN MANAGEMENT PRESENTATION

Ms Idah Selolo started her presentation by informing bidders that the Department has advertised the bid through open competitive bidding.

The following were outlined to the bidders:

- All the bidders must register their companies in the National Treasury **Central Database System (CSD)**.
- Bidders were informed that the National Treasury has released the revised Preferential Procurement Regulations, 2017 which took effect from 01 April 2017 and the aim was to provide an added advantage to designated groups and small, medium and micro enterprises also classified as EMEs and QSEs.
- That Regulation 4 (from the revised PPR 2017) will be used to evaluate this tender

Ms Selolo further outlined and explained the evaluation criteria as set out in the bid document. She emphasized that the project will be evaluated in four phases which are Pre-qualification, Administrative compliance, Functionality and price and preference

PHASE 1: PRE QUALIFICATION CRITERIA

- Pre-qualification will be used in this bid to advance designated groups on the basis of **subcontracting** with the EMEs of which 51% are owned by either Black Youth or Black Women with a B-BBEE status level of contributor 1 or 2.
- That the subcontracted companies must also register on **Central Supplier Database (CSD)**.
- Bidders were also advised that it is their responsibility to select competent subcontractors that meets all the requirements of the tender so that their tender is not jeopardised by subcontractors when evaluated.

Bidders who fail to meet the pre-qualification criteria will render their proposals as non-responsive and will not be considered for the next phase of evaluation.

PHASE 2: ADMINISTRATIVE COMPLIANCE AND MANDATORY REQUIREMENTS

ADMINISTRATIVE COMPLIANCE

Bidders are requested to **comply** with the following listed below:

- Attach a valid copy of Tax Clearance certificate(To be verified on CSD by SCM officials)
- Attach proof of active registration with CIPC/CIPRO
- Completion and signing of all the attached SBD documents (SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 8, and SBD 9.

NB!! It is the responsibility of the bidder to ensure that their company is in compliance with the SARS requirements in order to keep their TCC status valid.

MANDATORY REQUIREMENTS

Bidders were informed that failure to submit any of the documents listed under mandatory requirements will render their bid non-responsive and they will be disqualified.

The following information were also highlighted:

- Companies that are in Joint Venture are not allowed to bid both in JV and individually.
- Companies that are not in possession of UIF and Letter of Good standing are allowed to submit a letter for tender purposes issued by Department of Labour. (No proof of application will be accepted)

NB!!! The briefing session is compulsory.

PHASE 3- FUNCTIONALITY COMPLIANCE

Only bidders that have passed phase 3 shall be considered for phase 4 of the evaluation process. Bidders will be assessed on their ability and capability, company track record and on the quality of methodology.

Only bidders scoring minimum qualifying points of 55 will be considered for further evaluation (phase 4). A bidder that scores less than 55 points will be regarded as non-responsive and will be disqualified

PHASE 4- PRICE AND PREFERENCE

80/20 principle will be applied in terms of the new Preferential Procurement Regulations, 2017 pertaining to the PPPFA NO 5 of 2000

During this phase, bidders will be further evaluated base on 80 points for price and 20 points for attaining the B-BBBEE status level of contributor in accordance with the table indicated in **SBD 6.1**

In order to claim the B-BBBEE status level of contributor points, bidders must submit original and valid B-BBBEE status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agency/s by SANAS.

EMEs are allowed to submit a sworn affidavit in terms of Codes of good practice obtainable from the Department of Trade and Industry website.

Bidders who do not submit B-BBBEE status level verification certificates or are non compliant contributors to B-BBBEE do not qualify for preference points but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero points out of 20 for B-BBBEE.

Companies who formed a JV were requested to submit a combined B-BBEE status level verification certification.

SUBMISSION OF BID PROPOSAL

- The closing date: 15 January 2018 not later than 11:00am. No late bids/tenders will be accepted. The tender box is opened 24/7
- Venue: 157 Francis Baard Street, Zwamadaka Building (Bid/tender box is situated next to Zwamadaka main entrance).
- Upon closure there will be a public opening of received bids and the tendered prices will be announced.
- Bidders should formally confirm receipt of Addenda by immediately scanning and e-mail a signed copy of the cover page of the Addendum to Ms Idah Selolo (seloloi@dws.gov.za).
- An electronic BOQ will be provided to Bidders as requested during the briefing session.

Meeting adjourned at 12:00 am



Mr S Buthelezi(Chairperson)

Scriber: Ms Idah Selolo